

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY

August 4, 2014

ANNOUNCEMENT #: HR14-053

OPEN TO: All Interested Candidates

POSITION: **COMMERCIAL SPECIALIST**

POSITION NO: A55121

OPENING DATE: August 5, 2014

CLOSING DATE: August 19, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-05 to be confirmed by Washington)

*Ordinarily Resident: GH¢42, 824p.a. (Starting salary)
(Position Grade: FSN10)

LENGTH OF HIRE: Indefinite

NOTE: ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of **COMMERCIAL SPECIALIST** in the Foreign Commercial Section of the Embassy.

BASIC FUNCTION OF POSITION

Incumbent is responsible for research, contact and reporting assignments of moderate scope and difficulty in promoting the commercial interests of U.S. firms in Ghana. S/he provides market information and trade promotion assistance to U.S. firms in assigned industry sectors of moderate complexity. Incumbent maintains close contact with a wide range of working-level and mid-level private and public sector officials in the assigned industry sectors, and counsel visiting U.S. business people and their corresponding local representatives. The incumbent reviews local press and selects, translates and summarizes relevant articles. S/he writes various USDOC-standard market reports, is administratively responsible for one or more specialized assistance programs (Gold Key Service, International Partner Search, etc.). S/he assists as necessary in research and resolution of trade complaints within the assigned industries. Incumbent plans, coordinates and participates in relevant market and export promotion events.

Counseling and Business Assistance

The incumbent briefs business and official visitors on the market conditions in Ghana as they relate to the assigned industries. S/he assists U.S. firms to export to Ghana by locating buyers, agents and distributors for their products as well as coordinating among Sub Saharan Africa posts, American clients and U.S. district offices, and developing and maintaining a database for all program activities in Ghana.

Trade Promotion Support

The incumbent assists in the planning, organization and production of market-related trade promotion events such as exhibitions and trade missions, suggests appropriate trade events for Commercial Service participation. Such events may be China trade events for possible U.S. pavilions or USDOC certification, U.S. trade events for the International Buyer Program (IBP) delegations; catalog shows; trade missions or special post-initiated events.

Contacts and Representation

The incumbent is required to establish and maintain an extensive network of contacts in the assigned industries and accompanies Global Markets staff on official Ghanaian functions, at trade events and while on travel.

Trade Contacts and market Development

The incumbent serves as senior advisor to the Senior Commercial Officer or Principal Commercial Officer and other American Officers, both in the sectors of assigned responsibility and in commercial issues of a broader scope, and is relied upon for accurate information, advice and judgment. S/he develops and maintains an extensive range of contacts vital to U.S. commercial interests, including senior level government officials, top executives in banking, commerce, and industry, and representatives of trade associations and international organizations. S/he uses these contacts to identify and suggest solutions to problematic trade issues, resolve trade complaints, and identify trade opportunities and potential partners for U.S. firms. S/he makes recommendations to assure maximum promotion of U.S. exports in the light of complex factors in the changing political and economic situation, as well as tough foreign competition and strong cultural barriers. S/he works closely with government officials, associations and leading private sector companies to eliminate eventual non-tariff barriers that may jeopardize U.S. exports.

Documentation and Reporting

The incumbent works with Global Markets colleagues at post, throughout the region and in the U.S., incumbent is responsible for capturing the work and the results generated by post. This involves significant database development, work with Global Market's CRM application, with post, regional and organization SharePoint sites and additional IT tools.

Market Research

The incumbent performs a range of research-related activities. S/he prepares market studies, analyzing statistics and forecasting trends in trade, production and markets, assuring the maximum degree of accuracy, completeness and reliability in the final report. When formal statistical information does not exist, s/he uses contacts in industry and government and own good judgment and analytical ability to estimate data. S/he writes analytical reports indicating how the host country's complex laws, policies, and business practices affect U.S. trade and investment. S/he assists in development of the post's annual market research plan (the blueprint for the research post will perform over the course of the year) and helps ensure timely completion, or negotiates with HQ if plans must be changed. The range of market studies produces include Customized Market Analysis (CMA), Industry Sector Analysis (ISA), International Market Insight (IMI), Flexible Market Research (FMR) and the Country Commercial Guide (CCG). Occasionally such reports, or parts thereof, are performed by outside contractors, in which case the incumbent selects and supervises the contractors and reviews the final report for conformity with CS quality standards.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A bachelor's degree in economics, accounting, marketing, international trade or business administration is required.
2. Two to four years of progressively responsible experience in economic research, market research, trade promotions, marketing, sales, business management or commercial banking.
3. Level IV (Fluent) in English is required. High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Language proficiency will be tested.
4. Must demonstrate thorough knowledge of the domestic economy, commercial and industrial structures, business and industry customs and practices and trade and investment laws, regulations and policies.
5. Thorough understanding of Global Markets trade promotion goals, programs and procedures, marketing strategies and reporting requirements as well as knowledge of U.S. business practices
6. Ability to develop and maintain an extensive range of mid to high-level contacts in the host government and private sector; to plan, organize and execute complex commercial research projects to prepare precise and accurate reports embodying in-depth analytical evaluations and to render advice with detachment and objectivity, employing sound professional judgment.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a locally Employed Staff or Family Member (DS-174): **or**
 2. A combination of both: i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veteran preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
 6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. <http://ghana.usembassy.gov/jobopportunities.html>
3. ALL APPLICATIONS **MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

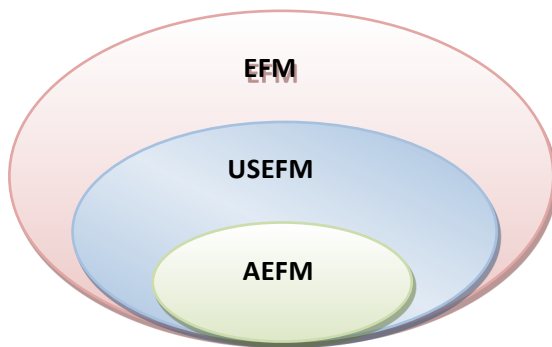
Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP194, Accra

POINT OF CONTACT:

Telephone: 0302-741000
Fax: 0302-741389
E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:
<http://ghana.usembassy.gov/jobopportunities.html>

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when

such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: August 19, 2014

The US Mission in Accra, Ghana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.